

UPDATE #2:

SOLICITATION OF EPA BROWNFIELDS GRANT PROPOSALS (\$81M)



Proposal Countdown: Only ten (10) days away from the Friday, November 14th deadline!

Here at EPA Region 4, we're getting high amounts of interest in this year's grant cycle – so this is being provided to help you prepare a quality-based proposal that is on-time! We greatly look forward to receiving your grant proposal(s)!

IMPORTANT REMINDERS:

- **Take advantage of our special tools** to give you a competitive edge at <http://www.clu-in.org/conf/tio/r4bfgrantwriting/resource.cfm>
 - ✓ **New "Success Tips" Tool:** This outlines detailed suggestions for creating a higher quality proposal. Don't miss out on using these ideas collected over the years! For example, page 7-8 lists great tips for your budget, such as never using the word administrative (and there's a reason given for that).
 - ✓ **New "Section Length" Tool:** This simple calculator will effectively guide you on allocating page lengths for the 4 Sections and 12 Subsections. (Based upon score-weighting factors.)
- **Proposal Checklists** are very helpful within the new grant guidelines at <http://www.epa.gov/brownfields> [see pages 29 for Assessment grants; page 31 for Cleanup Grants and page 24 for RLF grants]. Here are highlights:

✓	Transmittal Letter (2-page limit)
✓	The Narrative Proposal, which includes the responses to applicable threshold and ranking criteria (18-page limit)
✓	Letter from the State or Tribal Environmental Authority (see http://www.clu-in.org/conf/tio/r4bfgrantwriting/Region04_BFEPA&StateContacts_09Rev1.pdf)
✓	Letters of Support from all community-based organizations identified in the community engagement and partnerships ranking criteria
✓	Letters of Commitment from coalition members (if applicable)
✓	Documentation of Community Notification (Cleanup grantees only)
✓	Justification for cleanup or RLF cost-share waiver, if applicable
✓	Petroleum eligibility, if applicable
✓	Documentation of applicant eligibility if other than city, county, state, or tribe

- **"Draft, Edit, Review and Repeat!"** Get grant-writing feedback from co-workers, current or former grant-writers, regional planning districts, and/or the Technical Assistance to Brownfields Communities (TAB) program [Enterprise Corp., Dee Jones at 1-866-843-3358, CFHelp@ecd.org].

DUE DATE AND MAILING INSTRUCTIONS:

- **Proposals are due November 14, 2008!** *Sorry, no exceptions are allowable.*
- **HARD COPY SUBMISSIONS.** Proposals sent via U.S. Postal Service or a commercial delivery service **MUST** be postmarked by November 14, 2008.

Mail one complete original proposal package to:

Environmental Management Support, Inc.; Attn: Mr. Don West, 8601 Georgia Avenue, Suite 500, Silver Spring, MD 20910; Phone: 301-589-5318

Mail one copy to:

Mike Norman, U.S. EPA, Atlanta Federal Center, 10th Floor, 61 Forsyth St., SW, Atlanta, GA 30303-8960; Phone: 404-562-8792; norman.michael@epa.gov

- **ELECTRONIC SUBMISSIONS.** The grants.gov registration process for an Organization or an Individual can take between 3-5 business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!

Proposals sent electronically through grants.gov **MUST** be received by grants.gov by 11:59pm Eastern Time on November 14, 2008. In addition to the submission via grants.gov, please send a hard copy to Mike Norman listed above.

- **PAGE LIMITS.** Pages exceeding stated page limits of 18 (for Threshold and Ranking) **will not be copied or evaluated.** This page limit **does NOT include** the required attachments (e.g., community-based letters of support).

Seek Clarification/Questions: Please contact Brian Holtzclaw at 404-562-8684 (holtzclaw.brian@epa.gov) or Michael Norman at 404-562-8792 (norman.michael@epa.gov).



Dated: 11/4/08